



U.S. Citizenship
and Immigration
Services

E-Verify Overview for Existing Users

www.dhs.gov/E-Verify

E-Verify gives me
peace of mind
about my workforce.

In just a few clicks,
E-Verify quickly confirms
an employee's eligibility
to work in the U.S.



Scan QR code or visit
www.dhs.gov/E-Verify

E-Verify

Works for everyone

Agenda

- Form I-9 and E-Verify
- Closing a Case
- Handling a Tentative Nonconfirmation (TNC)
- Compliance Monitoring
- Additional Information

New Form I-9

USCIS will publish the revised Form I-9, Employment Eligibility Verification form by November 22, 2016.

- Employers may continue to use the current version (03-08-2013 N) until January 21, 2017.
- After January 21, all previous Form I-9 versions will be invalid.
- Additional information about the upcoming Form I-9 changes will be provided in our November I-9 webinars.
- For more information, visit the [I-9 Central website](#).

Form I-9 and E-Verify

When to Complete Form I-9 and Create a Case

To comply with the law	Complete Form I-9	Create a Case in E-Verify
The earliest you may:	The employee has accepted an offer of employment	The employee has accepted an employment offer and Form I-9 is complete
The latest you may:	The third business day after the employee started work for pay	The third business day after the employee started work for pay and Form I-9 is complete

I-9 Process with E-Verify

I-9 Process	I-9 Process with E-Verify
Employee completes Form I-9, Section 1.	<ul style="list-style-type: none"> Employee must include SSN when completing Form I-9, Section 1. If the employee has not been issued his SSN, complete Form I-9 as usual and attach a memo to Form I-9 indicating the reason for the delay in creating the case in E-Verify. If employee provides email address, employer MUST enter it into E-Verify.
Employee chooses which acceptable document(s) to present.	<ul style="list-style-type: none"> Employee chooses which acceptable document(s) to present. If a List B document is chosen, it MUST contain a photograph. If an employee chooses to provide a photo matching document, the employer must make a photo copy and retain with the Form I-9.
Employer completes Form I-9, Section 2.	<ul style="list-style-type: none"> Employer completes Form I-9 Section 2.
If necessary, employer updates or re-verifies employee's work eligibility in Section 3.	<ul style="list-style-type: none"> E-Verify Case Status will prompt employer to update or reverify in Section 3 or Form I-9. However, a case should NOT be created in E-Verify.

NOTE: All documents must be unexpired. Names should appear on Form I-9 exactly as they appear on documents. No nicknames should be used.

Features

Photo Match - Allows you to match the photo on an employee's

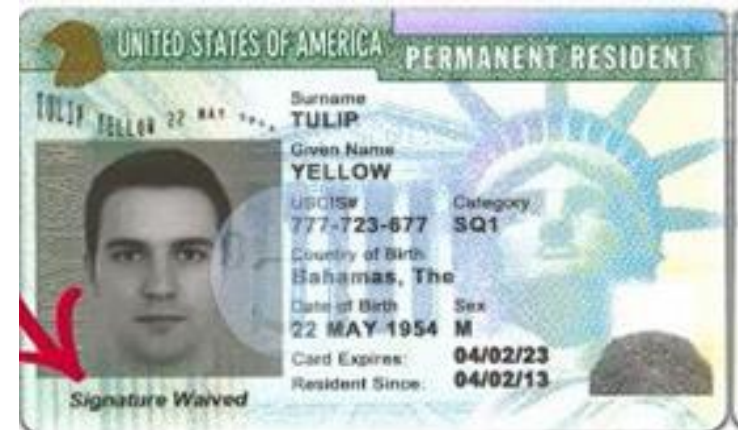
- Form I-766 (Employment Authorization Document)
- Form I-551 (Permanent Resident Card or "green card")
- U.S. Passport or passport card
- ✓ Employer cannot specifically request one of these documents
- ✓ Helps detect document fraud

RIDE - Records and Information from **DMVs** for **E-Verify**

- E-Verify can now verify driver's license and state ID data
- No Photo Match at this time
- Launched in June 2011
 - **Mississippi, Florida, Idaho, Iowa, Nebraska, North Dakota, & Wisconsin**

Does a Green Card Need Signature?

- USCIS recently changed the appearance of certain Permanent Resident Cards (Form I-551), also known as a Green Card.
- An increasing number of green cards are being issued with the words “Signature Waived” in place of the Lawful Permanent Resident’s actual signature.
- All employers should be aware of this recent change in Green Cards when examining acceptable documents presented by workers during the Form I-9 process.
- Read the USCIS Web Alert for more information



Determining the E-Verify Hire Date

- E-Verify will permit you to select a future hire date but this does not change the rule that prohibits prescreening.
- The hire date is the date the employee began (or will begin) work for pay.
- A prospective employee **MUST** have accepted an employment offer before the employer may complete Form I-9 and create a case in E-Verify.
- Employers must enter the hire date from the 'Certification' area in Section 2 of the employee's Form I-9.

Section 2: Employer or Authorized Representative Review and Verification			
<small>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)</small>			
Employee Last Name, First Name and Middle Initial from Section 1:			
List A Identity and Employment Authorization	OR	List B Identity	AND List C Employment Authorization
Document Title:		Document Title:	Document Title:
Issuing Authority:		Issuing Authority:	Issuing Authority:
Document Number:		Document Number:	Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):
Document Title:	<div style="border: 1px solid black; padding: 5px; text-align: center;"> 3-D Barcode Do Not Write in This Space </div>		
Issuing Authority:			
Document Number:			
Expiration Date (if any)(mm/dd/yyyy):			
Document Title:			
Issuing Authority:			
Document Number:			
Expiration Date (if any)(mm/dd/yyyy):			
Certification I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.			
The employee's first day of employment (mm/dd/yyyy): (See instructions for exemptions.)			
Signature of Employer or Authorized Representative		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name (Family Name)		First Name (Given Name)	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)		City or Town	State Zip Code

PLEASE RESPOND TO THE POLL QUESTION THAT WILL POP UP ON YOUR SCREEN.

Web Application participants are not able to
receive or respond to the poll.

How does E-Verify work?

START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which documents they will accept from an employee. The refusal to hire an individual because the documentation presented fails a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employers must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before providing work offer.)

Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial _____ Other Names (Last, if any) _____

Address (Street Number and Name) _____ Apt. Number _____ City or Town _____ State _____ Zip Code _____

Date of Birth (mm/dd/yyyy) _____ U.S. Social Security Number _____ E-mail Address _____ Telephone Number _____

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States.

☐ A non-citizen national of the United States (See instructions).

☐ A lawful permanent resident (Alien Registration Number/USCIS Number) _____

☐ An alien authorized to work until expiration date (if applicable, mm/dd/yyyy) _____. Some aliens may only "N/A" in this field. (See instructions).

For aliens authorized to work, provide your Alien Registration Number/USCIS Number. OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number _____

OR

2. Form I-94 Admission Number _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number _____

Country of Issuance _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions).

Signature of Employee _____ Date (mm/dd/yyyy) _____

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator _____ Date (mm/dd/yyyy) _____

Last Name (Family Name) _____ First Name (Given Name) _____

Address (Street Number and Name) _____ City or Town _____ State _____ Zip Code _____

Signature of Employer or Authorized Representative _____ Date (mm/dd/yyyy) _____ Title of Employer or Authorized Representative _____

Last Name (Family Name) _____ First Name (Given Name) _____ Employee's Business or Organization Name _____

Employee's Business or Organization Address (Street Number and Name) _____ City or Town _____ State _____ Zip Code _____

Section 3. Reverification and Rehire (To be completed and signed by employer or authorized representative.)

A. New Name of appointee Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial _____ B. Date of Rehire of appointee (mm/dd/yyyy) _____

C. If an employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C. The employee must present that document when employment authorization is re-examined.

Document Title _____ Document Number _____ Expiration Date (if applicable) (mm/dd/yyyy) _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) have been examined and appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative _____ Date (mm/dd/yyyy) _____ First Name of Employer or Authorized Representative _____



Employment
Authorized

TNC

DHS
Verification
in Process

Case Creation - Data Entry

- Enter employee's biographic information
 - Required fields asterisked
- Employee's e-mail address field
 - Optional field on Form I-9
 - Required for E-Verify case if provided
- Visit [Email Notification Page](#)



Closing a Case Step 1

Employer Action

- Record Case Verification Number on Form I-9 and/or print out the case details and attach to Form I-9
- Ensure the information in E-Verify matches the employee's Form I-9



The screenshot shows the E-Verify 'Verify Employee' page for Bill Smith. The 'Case Verification Number' 2014055122742JH is highlighted with a red box. The 'Close Case' button is highlighted with a red arrow. The 'Employment Eligibility' section shows 'Employment Authorized' with a green checkmark. The 'Close Case' button is located at the bottom right of the page.

Last Name	First Name	Middle Initial	Other Names Used
Smith	Bill	--	--

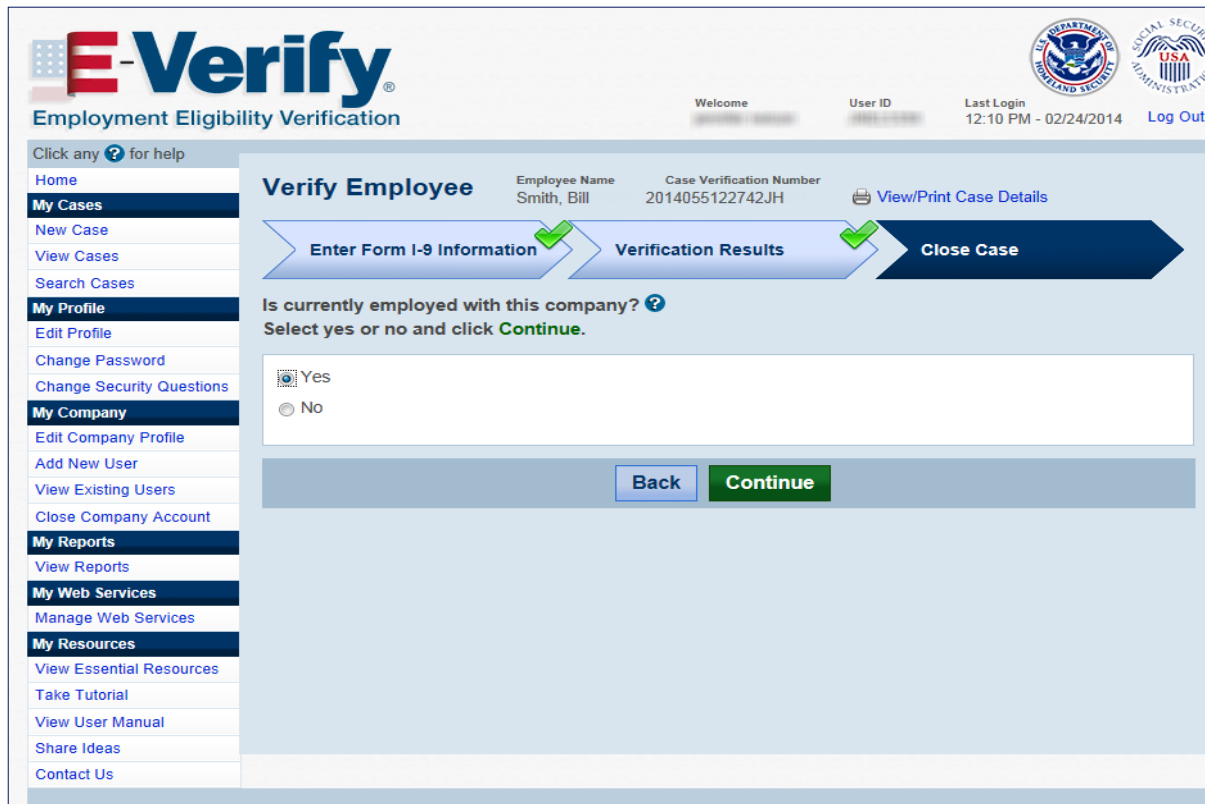
Date of Birth	Social Security Number	Email Address
January 03, 2001	***-**-0007	--

Citizenship Status	Document Name	Document State
A citizen of the United States	Driver's license	Nebraska

Document Type	Document Expiration Date	Hire Date
Driver's license or ID card issued by a U.S. state or outlying possession	March 31, 2017	February 24, 2014

Submitted By	Submitted On
JANE D. SMITH	February 24, 2014

Closing a Case Step 2



E-Verify
Employment Eligibility Verification

Welcome [User Name] User ID [User ID] Last Login 12:10 PM - 02/24/2014 [Log Out](#)

Click any ? for help

- Home
- My Cases**
 - New Case
 - View Cases
 - Search Cases
- My Profile**
 - Edit Profile
 - Change Password
 - Change Security Questions
- My Company**
 - Edit Company Profile
 - Add New User
 - View Existing Users
 - Close Company Account
- My Reports**
 - View Reports
- My Web Services**
 - Manage Web Services
- My Resources**
 - View Essential Resources
 - Take Tutorial
 - View User Manual
 - Share Ideas
 - Contact Us

Verify Employee Employee Name Smith, Bill Case Verification Number 2014055122742JH [View/Print Case Details](#)

Enter Form I-9 Information → Verification Results → **Close Case**

Is currently employed with this company? ?
Select yes or no and click **Continue**.

☒ Yes
☐ No

[Back](#) [Continue](#)



Closing a Case Step 3

A screenshot of the E-Verify 'Verify Employee' page. The page header includes the E-Verify logo, 'Employment Eligibility Verification', and user information: 'Welcome [redacted]', 'User ID [redacted]', and 'Last Login 12:10 PM - 02/24/2014'. A 'Log Out' link is also present. A left-hand navigation menu lists various options under categories like 'My Cases', 'My Profile', 'My Company', 'My Reports', 'My Web Services', and 'My Resources'. The main content area is titled 'Verify Employee' and shows details for 'Employee Name Smith, Bill' and 'Case Verification Number 2014055122742JH', with a 'View/Print Case Details' link. A progress bar indicates three steps: 'Enter Form I-9 Information' (completed with a green checkmark), 'Verification Results' (completed with a green checkmark), and 'Close Case' (the current step). Below the progress bar, a prompt says 'Select the appropriate statement and click Continue.' followed by three radio button options: 'The employee continues to work for the employer after receiving an Employment Authorized result.' (selected), 'The case is invalid because another case with the same data already exists.', and 'The case is invalid because the data entered is incorrect.'. At the bottom of the form are 'Back' and 'Continue' buttons.

Case Closed

Employment Eligibility Verification

Welcome [User Name]
User ID [User ID]
Last Login 12:10 PM - 02/24/2014 [Log Out](#)

[Click any ? for help](#)
[Home](#)
My Cases
[New Case](#)
[View Cases](#)
[Search Cases](#)
My Profile
[Edit Profile](#)
[Change Password](#)
[Change Security Questions](#)
My Company
[Edit Company Profile](#)
[Add New User](#)
[View Existing Users](#)
[Close Company Account](#)
My Reports
[View Reports](#)
My Web Services
[Manage Web Services](#)
My Resources
[View Essential Resources](#)
[Take Tutorial](#)
[View User Manual](#)
[Share Ideas](#)
[Contact Us](#)

Verify Employee
Employee Name Smith, Bill
Case Verification Number 2010181120641YB
[View/Print Case Details](#)

Enter Form I-9 Information
Verification Results
Close Case

Case Closed
[View/Print Case Details](#)

Employment Authorized

You have closed case 2010181120641YB Record this case verification number on the employee's Form I-9 or print the case details and keep on file.

Last Name Smith	First Name Bill	Middle Initial --	Other Names Used --
Date of Birth January 03, 2001	Social Security Number *** ** 0007	Email Address --	
Citizenship Status A citizen of the United States	Document Name Driver's license	Document State Nebraska	
Document Type Driver's license or ID card issued by a U.S. state or outlying possession	Document Expiration Date March 31, 2017		
Hire Date February 24, 2014	Employer Case ID --		
Submitted By [User Name]	Submitted On February 24, 2014		

[E-Verify Home](#)
[New Case](#)

What is a Tentative Nonconfirmation (TNC)?

- A TNC means that information from an employee's Form I-9 did not match government databases.
- Note: It may not mean an employee is unauthorized to work or is present in the United States unlawfully. There are legitimate reasons why an employee may receive this result.
- Common reasons for TNCs:
 - Social Security number (SSN) does not match
 - Identification document could not be verified
 - Citizenship or immigration status changed
 - Name change was not reported
 - Name entered on I-9 is different than recorded in government databases
 - Information was not entered correctly in E-Verify

Handling a TNC

- Employers should print the TNC **Further Action Notice** and review it with the employee promptly and privately.
- Employees have the right to contest or not contest a TNC.
- Employees who choose to contest should be provided the **Referral Date Confirmation**.

Both the TNC Further Action Notice & Referral Date Confirmation are available in several languages: [Foreign Language Resources](#)

CONTEST	NOT CONTEST
Employer refers employee to appropriate agency.	Employer may terminate the employee and close the case in E-Verify.

TNC – Step 1

Verify Employee

Employee Name

Case Verification Number

View/Print Case Details

Enter Form I-9 Information

Verification Results

Close Case

Employment Eligibility:

SSA Tentative Nonconfirmation (TNC)

The name and/or date of birth entered for this employee did not match SSA records.

This does NOT necessarily mean that the employee is not authorized to work in the United States; however, additional action is required.

Employers must allow the employee to contest a TNC and may not take adverse action against the employee because of the TNC while the employee is contesting the TNC and the E-Verify case is pending.

► To begin the TNC process click, **Continue**.

If you created this case in error or no longer need to continue this verification, click **Close Case**.

To return to this case at a later time, click **Save Case and Exit**.

Close Case

Save Case and Exit

Continue

TNC – Step 2

Verify Employee

Employee Name

Case Verification Number

[View/Print Case Details](#)

Enter Form I-9 Information

Verification Results

Close Case

Employment Eligibility:

SSA Tentative Nonconfirmation (TNC)

TNC Process

Review the SSA TNC Further Action Notice with the employee. Follow the steps listed below.

1

Print the SSA TNC Further Action Notice.

SSA TNC Further Action Notice

Choose which language to print

English

Print Notice

2

Review the SSA TNC Further Action Notice privately with the employee. Ensure that you and the employee sign and date the SSA TNC Further Action Notice.

3

Indicate that the employee has been notified by selecting the check box below.

Confirm Employee Notification

☐ I have notified this employee of the TNC.

4

If the employee:

Chose to CONTEST the SSA TNC, click **Refer Case**.

Chose to NOT CONTEST the SSA TNC, click **Close Case**.

If you created this case in error or no longer need to continue this verification, click **Close Case**.

To return to this case at a later time, click **Save Case and Exit**.

Close Case

Save Case and Exit

Refer Case

TNC – Step 3

Verify Employee

Employee Name

Case Verification Number

[View/Print Case Details](#)

Enter Form I-9 Information

Verification Results

Close Case

Referral Date Confirmation

Choose which language to print

Employee Referred to SSA

English

Print Confirmation

This employee has been referred to SSA on **October 04, 2016**. Select a language and print the Referral Date Confirmation. Provide this to the employee who has contested this SSA TNC. Inform the employee that he or she has until **October 17, 2016** to contact SSA.

Check for Case Status Updates

E-Verify will update the employee's case status by **October 20, 2016**. E-Verify will alert you of an update through the case status alert feature on the E-Verify home page. Be sure to log in to E-Verify periodically — you'll need to close the case once it is updated with a final status.

To reprint the SSA TNC Further Action Notice, click **Reprint Notice**.

SSA TNC Further Action Notice

Choose which language to print

English

Reprint Notice

To return to the E-Verify home page, click **E-Verify Home**.

If you created this case in error or no longer need to continue this verification, click **Close Case** .

To begin a new case, click **New Case**.

E-Verify Home

Close Case

New Case

Further Action Notice

Further Action Notice
U.S. Department of Homeland Security Tentative Nonconfirmation (DHS TNC)

Employee's Last Name, First Name	Last Four Digits of Employee's Social Security Number
Employee's A-Number	Employee's Document Number
Date of DHS Tentative Nonconfirmation	Case Verification Number
Reason for this Notice:	

EMPLOYER INSTRUCTIONS:

- Review this Further Action Notice in private with the employee as soon as possible.
IMPORTANT: If the employee does not speak English as his or her primary language or has a limited ability to read or understand the English language, also provide the employee with a translated version of this Further Action Notice. Translated versions are available in the 'View Essential Resources' section of E-Verify. If the employee cannot read this document for some other reason, provide the information in an alternative format.
- Check that all of the information at the top of this Further Action Notice is correct. If this information is incorrect, close this case in E-Verify and create a new case with the correct information.
- Ask the employee to indicate whether he or she will contest the DHS Tentative Nonconfirmation (DHS TNC) by signing and dating Page 2 of this Further Action Notice, and then sign and date below as the employer.
- Give the employee a copy of the signed Further Action Notice in English (and a translated version, if appropriate) and attach the original to the employee's Form I-9.
- Log in to E-Verify and search for this case using the information above. Follow the instructions in E-Verify to refer the case to DHS if the employee contests the TNC, or close the case if the employee does not contest the DHS TNC. If the employee chooses not to contest the DHS TNC, you may terminate his or her employment and close the case in E-Verify.
IMPORTANT: If the employee contests the DHS TNC, refer the case to DHS, print the Referral Date Confirmation from E-Verify, provide it to the employee, and instruct the employee to contact DHS within 8 Federal Government working days as specified in the Referral Date Confirmation.

For Photo Mismatch ONLY
Complete this Further Action Notice and send a copy of it with a copy of the employee's photo document to DHS. Either attach and submit a digital copy of the photo document in E-Verify or send a paper copy to DHS via an express shipping carrier of your choice. Do NOT send the copies through regular United States Postal Service mail.

Express Shipping Carrier Address	Attach and Submit Electronically
U.S. Department of Homeland Security- USCIS 10 Fountain Plaza, 3rd Floor Buffalo, NY 14202 Attn: Status Verification Office - Photo Matching	Make a digital copy of the employee's photo document (e.g. with a scanner or a camera) and save it to your computer. Then attach and submit the copy in E-Verify.

Employer Signature and Date

I have notified this employee of the DHS Tentative Nonconfirmation and provided the employee with a copy of this Further Action Notice.

Employee's Name	Employer Representative's Name
Date	Employer Representative's Signature

Page 1 of 3 | Further Action Notice - DHS TNC | Revision Date 07/14/15 www.dhs.gov/E-Verify

EMPLOYEE INSTRUCTIONS:

Why you received this Further Action Notice
Your employer participates in E-Verify, a program managed by the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA). E-Verify compares the information you provided on Form I-9, Employment Eligibility Verification, with records available to DHS to verify that you are authorized to work in the United States.

You received this Further Action Notice from your employer because E-Verify provided a result of DHS Tentative Nonconfirmation (DHS TNC). A DHS TNC means that the information entered into E-Verify by your employer does not match records available to DHS. A DHS TNC does not necessarily mean that you gave incorrect information to your employer or that you are not authorized to work in the United States. Visit the [For Employees](http://www.dhs.gov/E-Verify) pages at www.dhs.gov/E-Verify to learn the reasons you may have received a DHS TNC.

What you should do:

- Check that the information on Page 1 of this Further Action Notice is correct. If it is not correct, provide the correct information to your employer. Your employer should close this E-Verify case and use the corrected information to create a new case.
- Decide if you will contest (take action to resolve) the DHS TNC and inform your employer of your decision.
IMPORTANT: If you decide not to contest the DHS TNC, your case will become a Final Nonconfirmation, which means that your employer may terminate your employment.
- Select your decision to contest or not contest and sign and date this Further Action Notice below. If you decide to take action to contest the DHS TNC, to begin to resolve the DHS TNC, you must contact DHS within 8 Federal Government working days from the date your employer refers your case in E-Verify.
IMPORTANT: Review Page 3 of this notice for important information about employer responsibilities and your rights.

Select box, sign and date below:

I choose to: (check one)

☐ **CONTEST** (take action to resolve the DHS TNC)

☐ **NOT CONTEST** (not take action to resolve the DHS TNC)

Employee's Signature _____ Date _____

What you must do to take action to resolve the DHS TNC:

- Call DHS at 888-857-7781 (TTY: 887-875-6025) within 8 Federal Government working days from the date your employer refers your case to DHS to begin to resolve your case. Your employer must give you a Referral Date Confirmation, which will tell you the date by which you must contact DHS.
Foreign Students and Exchange Visitors Only: DHS cannot resolve this case if your Student Exchange Visitor Information System (SEVIS) record is incorrect. Before you call DHS, try to contact your Designated School Official or Responsible Officer and ensure your SEVIS record is correct.
- Have this Further Action Notice when you call DHS. DHS may ask you to provide additional information or documents to resolve your case. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter.
NOTE: Since you received a DHS TNC from E-Verify, your immigration records could be incorrect. Correcting your immigration records can prevent DHS TNCs. Once you successfully resolve a DHS TNC, you may wish to take additional action to correct your immigration records. You may review the fact sheet "How to Correct Your USCIS Records after Resolving a Tentative Nonconfirmation in E-Verify," found at <http://www.uscis.gov/e-verify/employees/how-correct-your-immigration-records>. This fact sheet provides information on several options to correct your DHS record.

To check the status of your case visit myE-Verify at <https://myefcheck.uscis.gov/efcheck/UCCaseTracker>.

Page 2 of 3 | Further Action Notice - DHS TNC | Revision Date 07/14/15 www.dhs.gov/E-Verify

How to Correct Your Immigration Records after Resolving a Tentative Nonconfirmation in E-Verify Fact Sheet

Referral Date Confirmation



Referral Date Confirmation

Social Security Administration Tentative Nonconfirmation (SSA TNC)

E-Verify Case Verification Number: 2016278124852RC

Employee Name: [REDACTED]

Your employer referred your E-Verify case to SSA after you decided to contest (take action to resolve) an SSA Tentative Nonconfirmation (SSA TNC). This document confirms that your case was referred to SSA.

What you should do

Visit an SSA field office **within 8 Federal Government working days**, by 10/17/2016 (MM/DD/YYYY), to begin to resolve the SSA TNC. If you have not received the SSA TNC Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The SSA TNC Further Action Notice includes information about your E-Verify case and which documents you need when you visit SSA. You must have the SSA TNC Further Action Notice when you visit SSA.

If you do not take action **within 8 Federal Government working days**, by 10/17/2016 (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to contest an SSA TNC and may not take adverse action against you because of the SSA TNC while you are contesting the SSA TNC and your E-Verify case is pending.

For More Information

If you have questions about what to do, contact E-Verify at 888-897-7781 (TTY: 877-875-6028) or email E-Verify@dhs.gov. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter. For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at www.dhs.gov/E-Verify.

Results after TNC

You should check E-Verify periodically for one of the following responses:

Employment Authorized

Review and Update Employee Data

Case in Continuance

DHS Verification in Process

DHS No Show

Final Nonconfirmation

Check Status of a TNC

Official Website of the Department of Homeland Security



Welcome

Company

User ID

HOME

CASES

PROFILE

COMPANY

REPORTS

WEB SERVICES

RESOURCES

LOG OUT



Visit the
E-Verify
Message Center
to get the latest
E-Verify News and Information

Message
Center



QUICK LINKS



Verify
Employee



Search
Cases



View
Resources



Contact
Us

You Have No Case Alerts at this Time

Open Cases
to be Closed



Cases with
New Updates



Work
Authorization
Docs Expiring



Message
Center



Handling a TNC Employee Rights

- The employee has eight federal government workdays from the referral date to visit or call the appropriate agency to start to resolve the discrepancy.
- The employee continues to work during the TNC resolution process.
- Federal law prohibits employers from terminating employment of an employee because of an interim case result until the TNC becomes a Final Nonconfirmation.
- [Know Your Rights Quiz](#)
- [myE-Verify Case Tracker](#)

A poster featuring a diverse group of five smiling people (three men and two women) holding a white sign with red and blue text that reads: "DOES YOUR EMPLOYER USE E-VERIFY? YOU SHOULD KNOW YOUR RIGHTS". Below the photo, on a blue background, is the text: "Employers who use E-Verify to confirm your work eligibility must follow the rules". This is followed by a bulleted list of four rules: 1. Employers must not use E-Verify before you accept a job offer. 2. Employers must use E-Verify for all new hires. 3. If E-Verify finds an information mismatch in your government records, your employer must let you try to resolve it. 4. You can keep your job while resolving a mismatch. At the bottom, it says "Learn more at www.dhs.gov/E-Verify". Below that, it provides contact information: "Questions? Email: E-Verify@dhs.gov Call: E-Verify Employee Hotline 888-897-7787". The E-Verify logo and two circular agency seals are at the bottom right.

Employers who use E-Verify to confirm your work eligibility must follow the rules

- Employers must not use E-Verify before you accept a job offer
- Employers must use E-Verify for all new hires
- If E-Verify finds an information mismatch in your government records, your employer must let you try to resolve it
- You can keep your job while resolving a mismatch

Learn more at www.dhs.gov/E-Verify

Questions? Email: E-Verify@dhs.gov Call: E-Verify Employee Hotline 888-897-7787

Employer Responsibilities

- Employers must not:
 - Use E-Verify to pre-screen employment applicants
 - Use E-Verify selectively; E-Verify must be used for all new hires
 - Influence or coerce an employee's decision whether to contest a TNC
 - Terminate or take adverse action against an employee who is contesting a TNC
 - Ask for additional documentation after obtaining a TNC for an employee



**Follow all the rules and
guidelines outlined in
the E-Verify
Memorandum of
Understanding**

Office of Special Counsel (OSC)

The anti-discrimination provisions of the INA are enforced by:

Department of Justice

Civil Rights Division

Office of Special Counsel for

Immigration Related Unfair Employment Practices



- Employees may contact the [Office of Special Counsel \(OSC\)](#) to obtain additional information regarding employment discrimination and employee rights and responsibilities*

1-800-255-7688 (TDD: 1-800-616-5525)

- Employers may also contact OSC*

1-800-255-8155 (TDD: 1-800-362-2735)

*callers may remain anonymous

See [OSC's "Employer Dos and Don'ts."](#)

Compliance Monitoring

What is E-Verify Compliance Monitoring?

E-Verify compliance means meeting the terms of the Memorandum of Understanding (MOU) and applicable laws. E-Verify Compliance Monitoring helps employers with compliance by...

- providing guidance on the proper use of E-Verify
- assisting employees to deter discriminatory practices
- providing assistance for detecting employee abuses by employers when using E-Verify



Best Practices for Compliant Use

- Have two or more program administrators
- Use the E-Verify Self-Assessment Guides for [Direct Access](#) and [Web Services](#) users
- Use E-Verify Case Reports
- Create Standard Operating Procedures (SOPs) or Directives
- Conduct Internal Training
 - E-Verify Resources: Manuals, Videos, [Webinars](#)

Educational Videos

Video: How to Create a Case

Civil Rights (Request copies by emailing E-Verify@dhs.gov):

- [Video: E-Verify Employee Rights and Responsibilities](#)
- [Video: E-Verify Employer Responsibilities and Worker Rights](#)

View the videos at:

- www.dhs.gov/E-Verify or www.youtube.com/ushomelandsecurity

NEW: Form I-9 Vignettes

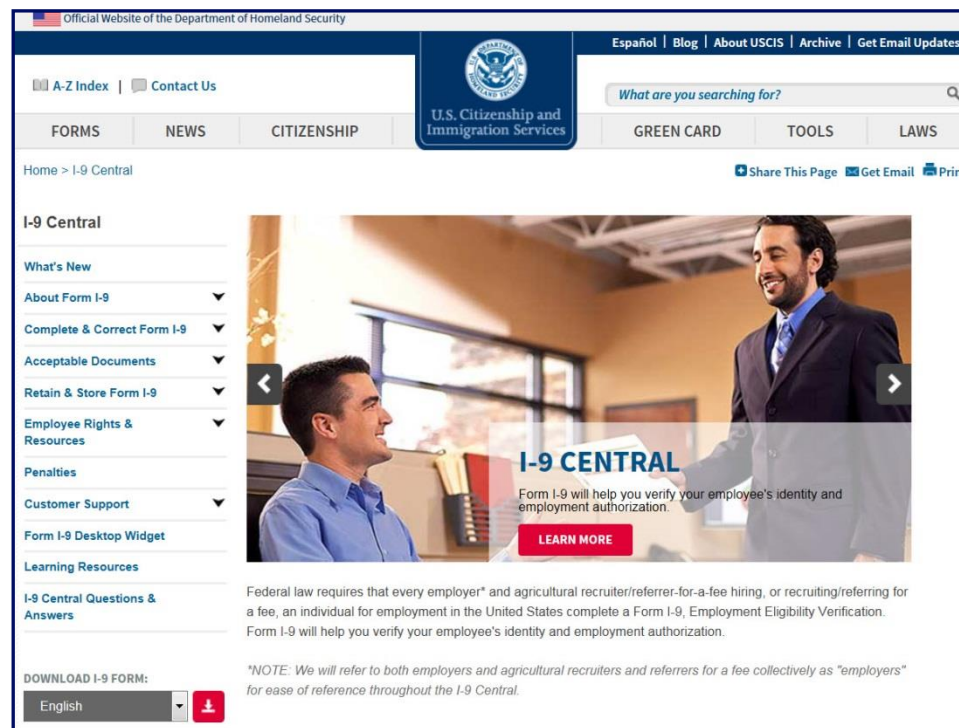
- [Video: How to Complete Section 1](#)
- [Video: How to Complete Section 2](#)
- [Video: How to Complete Section 3](#)

[Form I-9 Webinar On-Demand](#) and NEW: [E-Verify Webinar On-Demand](#)

[Video: E-Verify for Business Leaders](#)

I-9 Central

I-9 Central: www.uscis.gov/I-9Central



The screenshot shows the official website of the Department of Homeland Security, specifically the I-9 Central page. The header includes the U.S. Citizenship and Immigration Services logo and navigation links for Español, Blog, About USCIS, Archive, and Get Email Updates. The main navigation bar features links for FORMS, NEWS, CITIZENSHIP, GREEN CARD, TOOLS, and LAWS. The I-9 Central section includes a sidebar with links to What's New, About Form I-9, Complete & Correct Form I-9, Acceptable Documents, Retain & Store Form I-9, Employee Rights & Resources, Penalties, Customer Support, Form I-9 Desktop Widget, and Learning Resources. The main content area features a large banner image of two men in an office setting, with the text "I-9 CENTRAL" and "Form I-9 will help you verify your employee's identity and employment authorization." Below the banner, there is a "LEARN MORE" button and a section titled "FEDERAL LAW REQUIRES THAT EVERY EMPLOYER* AND AGRICULTURAL RECRUITER/REFERRER-FOR-A-FEE HIRING, OR RECRUITING/REFERRING FOR A FEE, AN INDIVIDUAL FOR EMPLOYMENT IN THE UNITED STATES COMPLETE A FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION. FORM I-9 WILL HELP YOU VERIFY YOUR EMPLOYEE'S IDENTITY AND EMPLOYMENT AUTHORIZATION." A note at the bottom states: "*NOTE: We will refer to both employers and agricultural recruiters and referrers for a fee collectively as 'employers' for ease of reference throughout the I-9 Central." At the bottom left, there is a "DOWNLOAD I-9 FORM:" section with a dropdown menu set to "English" and a download icon.

I-9 Central Spanish: www.uscis.gov/i-9Central/Espanol

E-Verify Login Help

How to Reset Your Password

- Click 'Forgot your password' on the E-Verify login page
- Enter your user ID and click 'Submit'
- Enter the answers to the three challenge questions you created when you logged in to E-Verify for the first time
- If you answer the questions correctly, E-Verify will prompt you to create a new password

How to Find Your User ID

- Click 'Forgot your User ID' on the E-Verify login page
- Enter your e-mail address and click 'Submit.' You must enter the same e-mail address that is in your E-Verify user profile
- If the e-mail address you entered matches what we have on file, E-Verify will e-mail you with your user ID

If you're unable to reset your password or find your user ID, contact your program administrator. If you need additional help, click [Contact E-Verify](#) and contact E-Verify Customer Support for assistance.

E-Verify Records Retention and Disposal

U.S. Citizenship and Immigration Service disposes of E-Verify records that are over 10 years old every January 1st.

- Minimizes security risks
- Download a *Historic Records Report*, available Oct 1-Dec 31st
- Records disposal conducted annually
- [Records Disposal Fact Sheet](#)

Required Posters – Must Be Visible to Prospective Employees

This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS.

888-897-7781

www.dhs.gov/E-Verify

NOTICE:
Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



E-Verify is a service of DHS and USCIS.
The E-Verify logo and text are registered trademarks of Department of Homeland Security. Other text and logo are trademarks of their respective owners.

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have the legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

- In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.
- Employers cannot reject documents because they have a future expiration date.

- Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.
- In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

If any of these things have happened to you, contact the Office of Special Counsel (OSC).

For assistance in your own language:
Phone: 1-800-255-7688 or (202) 616-5594
For the hearing impaired:
TTY 1-800-237-2515 or (202) 616-5525

E-mail: oscrt@usdoj.gov

Or write to:
U.S. Department of Justice – CRT
Office of Special Counsel – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

U.S. Department of Justice
Civil Rights Division

Office of Special Counsel for
Immigration-Related Unfair
Employment Practices



www.justice.gov/crt/about/osc

Federal Contractors



Federal Contractor?

Here's some important information for you!

As of September 8, 2009, federal contractors and subcontractors are required to use E-Verify for all new hires and existing employees working on federal contracts if their contract includes the Federal Acquisition Regulation (FAR) E-Verify clause. E-Verify is a fast, free and easy to use Internet-based system that allows employers to verify the eligibility of their employees to work in the United States.

What Contracts are Affected by the FAR E-Verify Clause?*

Prime Contracts

- Value above \$150,000
- Period of performance of 120 days or more, and
- At least some of the contract work is performed in the United States

Subcontracts

- Value of more than \$3,000
- Contract is for commercial or noncommercial services or construction, and
- At least some of the contract work is performed in the United States

Indefinite Delivery/Quantity Contracts

- Existing contract
- Period of performance extends at least six months after 9/8/2009
- Substantial amount of work or number of orders expected during remaining performance period, and
- Contract may be bilaterally modified to include the FAR E-Verify clause

* Commercially available off the shelf (COTS) items or services are not subject to the FAR E-Verify clause.

As of September 8, 2009, the Federal Acquisition Regulations (FAR) final rule requires federal contractors (and subcontractors) to use E-Verify to verify their employees' eligibility to work legally in the United States.

What is myE-Verify

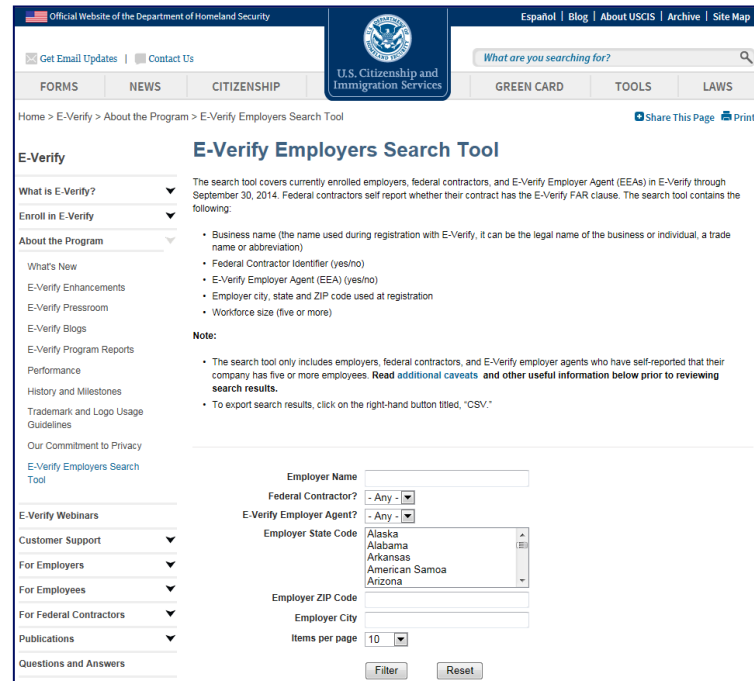
myE-Verify is a new, free web-based service for employees to participate in the E-Verify process.

- Confirm your work eligibility
- Create a myE-Verify account
- Protect your identity
- Learn about your rights



E-Verify Employers Search Tool*

- Launched December 18, 2012
- Searchable database
- Search and view
- Employers that actively use E-Verify system




The screenshot shows the official website of the Department of Homeland Security, specifically the U.S. Citizenship and Immigration Services (USCIS) E-Verify Employers Search Tool. The page has a blue header with the USCIS logo and navigation links. The main content area is titled "E-Verify Employers Search Tool" and includes a search bar, a list of search criteria (Business name, Federal Contractor Identifier, E-Verify Employer Agent, Employer city, state and ZIP code, Workforce size), and a search form with fields for Employer Name, Federal Contractor?, E-Verify Employer Agent?, Employer State Code, Employer ZIP Code, and Employer City. The search form also includes a "Filter" button and a "Reset" button.

* The [E-Verify Employers Search Tool](#) only includes employers, federal contractors, and employer agents who have self-reported that their company has five or more employees.

Stay Up to Date



NEW Follow www.Twitter.com/EVerify to receive updates and tips on Form I-9, E-Verify, myE-Verify, Self Check, employee rights and more.

- Subscribe to [e-newsletter E-Verify Connection](#) and visit our websites
 - www.uscis.gov/I-9Central
 - www.dhs.gov/E-Verify
 - E-Verify [What's New](#)
 - E-Verify [Monitoring and Compliance](#)
 - www.uscis.gov/myE-Verify
- Submit an idea [E-Verify Listens](#)
- Like [USCIS on Facebook](#) 
- Read [E-Verify blogs](#)
- [E-Verify Employers Search Tool](#)



E-Verify Outreach

- Free Customized Webinars
- Content for your newsletters
- Authorization to use the E-Verify® Logo and Name and I E-Verify Seal
- Add E-Verify to your job announcements
 - Example: “Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.”



Customer Service

E-Verify received the highest rating for customer service of all federal agencies.

(2013 American Customer Satisfaction Survey)

- **Employer Hotline: (888) 464-4218**
- **Employee Hotline: (888) 897-7781**
- **Form I-9 E-Mail: I-9Central@dhs.gov**
- **E-Verify E-Mail: E-Verify@dhs.gov**
- **Form I-9 Website: www.uscis.gov/I-9Central**
- **E-Verify Website: www.dhs.gov/E-Verify**

Disclaimer

Immigration law can be complex and it is not possible to describe every aspect of the process.

This presentation provides basic information to help you become generally familiar with rules and procedures.

For more information on the law and regulations please see our Web site: www.dhs.gov/E-Verify.

Feedback COMMENTS ON OUR WEBINAR?

Send to:

E-VerifyOutreach@uscis.dhs.gov

***Include date, time and topic of the webinar**

THANK YOU!

www.dhs.gov/E-Verify